

# Cape-Atlantic Conservation District Minutes

March 28, 2018

## **MEETING CALLED TO ORDER**

Chairman, Allen Carter, Jr. called the meeting to order at 8:03 AM at the District office in Mays Landing, NJ.

## **ROLL CALL & DETERMINATION OF QUORUM**

Supervisors: Allen Carter, Jr., Robert Fenton, Joseph Lomax, and Richard Dovey.

Staff: David Reilly, Michael Kent, Glenn Ward, Marie Rogowski and Celia Rodrigues

NRCS: Michelle Pedano

SSCC: John Showler

## **MINUTES**

After Board review, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve minutes from the February 28, 2018 meeting.

## **FINANCES**

### **A. Treasurer's Reports – February 2018**

After review of the District's February 2018 Treasurer's Report a motion was made by Joseph Lomax and seconded by Robert Fenton to approve treasurer's report and expenses in the amount of \$45,448.36.

After review of the Plant Material Center monthly report for February 2018, a motion was made by Richard Dovey and seconded by Joseph Lomax to approve report and account balance of \$18,574.96.

### **B. Farm Bureau Bank CDARS Account**

CDARS account with Farm Bureau Bank is up for renewal April 12, 2018. After discussion a motion was made by Joseph Lomax and seconded by Robert Fenton authorizing David Reilly to roll over CDARS account with Farm Bureau Bank.

## **NEW BUSINESS**

### **A. Soil Erosion and Sediment Control Plans**

#### **1. February 2018 Certifications**

A motion was made by Joseph Lomax and seconded by Robert Fenton approving all Plan Certifications listed on the February 2018 Application Report except for applications 28-18, 45-18, 47-18 and 54-18.

A motion was made by Richard Dovey and seconded by Robert Fenton approving applications 28-18, 45-18, 47-18 and 54-18. Joseph Lomax recused since plans were submitted by past and current clients.

**B. NJACD Annual Dues**

District received invoice for NJACD annual dues. Amount has remained the same as last year. A motion was made by Robert Fenton and seconded by Richard Dovey to pay dues in the amount of \$750.00 as budgeted.

**C. ArcGIS Maintenance**

Annual ArcGIS maintenance agreement is up for renewal. This agreement entitles the District to all software updates and technical support. A motion was made by Robert Fenton and seconded by Joseph Lomax to renew maintenance agreement in the amount of \$400.00 as budgeted.

**D. Conservation Bootcamp**

NRCS is accepting applications for anyone who like to attend conservation bootcamp. NRCS will be covering the cost of the training. After board discussion a motion was made by Robert Fenton and seconded by Joseph Lomax to have Michael Kent attend bootcamp.

**CORRESPONDENCE**

NONE

**OLD BUSINESS**

**A. Education**

Glenn Ward

-Six schools have participated in the poster contest. Winners will be selected today. All first place winners will have their posters entered into the statewide competition.

-Envirothon training session will be held March 29, 2018 at the District office building. Thirty students will be attending.

-31 teams have registered to participate in this year's Envirothon. Four teams are first time participants.

-Sponsorships for Envirothon have been going well.

**B. RCPP-NFWF**

David Reilly reported that program is running well. Quarterly reimbursement report will be submitted at the end of the month.

**C. CMPMC Seasonal Employees**

David Reilly reported that former seasonal employee Gerald McManus will be returning in early April and Louis Almeyda in the summer.

**D. Civil Engineer Technician**

Job announcement was sent out. One person has applied for the position. Interview will take place week of April 9, 2018.

**E. NACD Conservation Technical Assistance Grant**

Job announcement was sent out. Several candidates have applied for the position. David Reilly along with Nicholas Saumweber or Michelle Pedano will be scheduling interviews.

**F. CPMPC-Biological Science Technician-BLM**

Job announcement was sent out. Several candidates have applied for the position. David Reilly and Chris Miller will be scheduling interviews.

**G. Basin Inspection Services**

Information packet was distributed to board for review and discussion. There was board consensus to prepare proposal agreement. Draft agreement will be forwarded to District Solicitor for review. Board will take action at next meeting.

**H. Nonprofit Organization**

To be discussed in executive session.

**I. Strategic Plan**

Richard Dovey, Joseph Lomax and David Reilly met on March 23, 2018 to work on strategic plan. David Reilly discussed holding 4 workgroup meetings in late May.

**COMMENTS**

**A. Staff**

**Michael Kent**

- Gave update on two Stockton interns.
- Reported on 251 activity. Stockton campus in Atlantic City will be open for fall semester. Royal Farms coming to Egg Harbor Twp.

**Glenn Ward**

- Preparing for Atlantic and Cape May County Earth Day events. Interns have been a big help.

**Celia Rodrigues**

- Prep work on pollinator area at St. Mary's Church in Pleasantville continues. Planting date has not been announced. Plants being donated by Pineland Nursery.

**B. Supervisors**

**Joseph Lomax**

- Traveled to Washington DC to attend NACD Fly-in meeting. Two major topics discussed were the Farm Bill and Appropriations.
- NRCS issued grants to 12 Northeast states to assist with capacity building for conservation districts.
- Commented on audit review of the districts.

**Robert Fenton**

- Attended Atlantic County Legislators dinner on March 17, 2018. Big topic discussed was minimum wage and its effect on farmers.
- Attended and commented on Farm Bureau meeting.
- Commented on quail restoration project in Cumberland County.

**Richard Dovey**

- Discussed how Atlantic County government has been a strong supporter of the County Board of Agricultural and their agenda.

**Allen Carter, Jr.**

- Attended Farm Bureau meeting. Discussed state budget and lack of support for the agricultural community. Farms reported on crop loss due to deer damage.
- Attended Regional Supervisor meeting. Meeting went well and had a good turnout.
- Rutgers Ag. Experiment station has staff leaving or retiring with no replacements.

-NJ Farm Bureau is celebrating 100 years.  
-100th Annual Convention of the American Farm Bureau Federation will be held in New Orleans.

**C. NRCS**

**Michelle Pedano**

-Distributed and reported on monthly activity report.  
-State Technical meeting will be held April 19, 2018.

**D. State Soil Conservation Committee**

**John Showler**

-Commented on two technical bulletins released in regards to the soil restoration requirements.  
-Commented on location of Annual Conference. Feedback letters will be going out to Districts shortly.

**E. Public**

Opened meeting to public comment.  
No comments from public.

**EXECUTIVE SESSION**

A motion was made by Richard Dovey and seconded by Joseph Lomax to go into executive session at 9:45a.m. to discuss budget items related to Districts nonprofit organization.

A motion was made by Richard Dovey and seconded by Robert Fenton to end executive session at 10:25a.m. and return to the regular meeting.

**ACTION ON ITEMS FROM EXECUTIVE SESSION**

A motion was made by Robert Fenton and seconded by Richard Dovey to authorize the filing for the name reservation for the non-profit and to utilize funds from the PMC account for the filing fee, and to utilize funds from the PMC account to have George Botcheos prepare an agreement between the Cape Atlantic Soil Conservation District and the non-profit organization for transfer of funds.

**ADJOURNMENT**

District Chairman, Allen Carter, Jr. adjourned meeting at 10:30a.m. The next meeting will be held Wednesday April 28, 2018 at 8:30a.m. at the USDA-NRCS Plant Materials Center, CMCH, NJ.

Unless otherwise indicated, all actions were taken by unanimous vote of all members present.

Marie Rogowski,  
Administrative Assistant

Executive Session  
of the Cape Atlantic Conservation District  
March 28, 2018

Motion to go into executive session related to proposed grant applications and contract agreements was made by Richard Dovey and seconded by Joseph Lomax at 9:45am

Attendance Supervisors: Allen Carter, Jr., Joseph Lomax, Richard Dovey, Robert Fenton  
Staff: David Reilly

Joseph Lomax explained to the attendees the background behind setting up a 501(c)(3) non-profit for education as it was related to the Cape May Plant Materials Center. David Reilly informed the board of the process for setting up the 501(c)(3) non-profit for education that he, Joseph Lomax and Daniel Galletta have been working on. Joseph Lomax commented on the proposed name change from Atlantic Conservation Institute, Inc. to Coastal Resources Conservancy, Inc.

David Reilly informed the board that he spoke with George Botcheos, District Solicitor. Mr. Botcheos reviewed the draft by-laws and articles of incorporation and suggested some changes. David Reilly also informed the board that he discussed budget items with Tom Dark of the district auditor's office. Mr. Dark recommended that documentation should occur on how the District's budget is revised with regards to funds to support the 501(c)(3) non-profit for education, and how action to transfer funds must be documented.

Allen Carter asked about what type of grant activities could be done under the non-profit corporation. David Reilly replied that the articles of incorporation clarify what types of organizations could be beneficiaries of funding from the non-profit.

At 10:25 am a motion was made by Richard Dovey and seconded by Robert Fenton to end the executive session and return to the regular meeting. This motion passed unanimously.

Submitted by David Reilly